



Court Reporter and Transcription Services Newsletter

The State of Washington is working toward establishing a state-wide Court Reporter and Transcription Services Contract. This contract will fulfill the need within Washington as well as out-of-state bordering counties, where Purchasers may be conducting depositions or hearings while adhering to the Standards of Professional Practice (WAC 308-14-130).

The state's vision is to eventually have providers of this service available statewide for any meeting or procedure where a court reporter is needed. The state intends to enter into multiple contracts for court reporter services in each county to ensure that qualified court reporting services are available when needed. This would create a pre-qualified provider pool to make it easy for Purchasers that need this service to secure a court reporter and/or transcription services. The state will also contract with a firm that represents court reporters throughout Washington that will act as a brokerage firm for services. Services are needed throughout the state's counties and in cities that border Washington (e.g., Coeur D'Alene or Moscow, Idaho; Portland, Oregon).

The quality of these services is of high importance to assure that the transcriptions provided to Purchasers be as accurate as possible. The state will focus on establishing a pool of highly qualified providers, which may consist of firms that provide teams of qualified staff, and a quantity of qualified individuals acting independently.

The State of Washington uses an on-line vendor registration and notification portal called Washington Electronic Business Solutions (WEBS). Those interested in this opportunity are asked to register on WEBS by visiting:

<http://des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx>

You will be asked to input your company information and contact information as well as to select commodity codes that your business provides. Please select as many commodity codes as your business touches. This will ensure that you are notified about solicitations that you are interested in. If you are already registered on WEBS please take a moment to log on to update any information that may be inaccurate and to review your selected commodity codes.

Typical commodity codes for these services are:

- 961-24 Court Reporting Services
- 961-72 Transcription Services

Steve Hatfield at the Department of Enterprise Services (DES) is coordinating the effort on behalf of the State of Washington. He is working with a stakeholder group formed of representatives from state agencies that use these services regularly. Status updates about the progress of this effort can be viewed online at:

<https://fortress.wa.gov/ga/apps/ContractSearch/PlannedProcurement.aspx>

Select contract 02113, Court Reporter and Transcription Services and click on View in the info column to the far right. If you have additional questions you can contact Steve at steve.hatfield@des.wa.gov.

Thank you for reading and DES is excited to partner with Court Reporter and Transcription Service businesses to provide world class services to the people of the State of Washington.